



State of South Carolina

Office of the Governor

GOVERNOR'S COMMISSION ON MANAGEMENT, ACCOUNTABILITY AND PERFORMANCE

Mark Sanford
Governor

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MINUTES

MEETING OF TUESDAY, JULY 8, 2003 – 9:00 A. M.

Governor's Conference Room, Wade Hampton Building

I. Meeting of the Governor's Commission on Management, Accountability and Performance.

Members present:	Ken Wingate	Lt. Gov. Bauer
	C.G. Richard Eckstrom	Carl Falk
	Jennie Johnson	Floyd Keels
	John Lumpkin	Harry Miller
	John Pettigrew	Barbara Rackes
	Dr. Eddie Robinson	Stu Rodman
	Samuel Tenenbaum	

A. Chairman Wingate

- 1. The "Outline of Commission Activities, Processes, and Milestones" was reviewed in detail and was adopted by the Commission:**
 - a. Phase 1 – June 17 - July 31, 2003**
 - 1. Form committees, task forces, identify staff and begin substantive work of the committees.**

- b. Phase 2 – August 1-August 31, 2003
 - 1. Fact finding, information/data gathering, committee/subcommittee hearings, secure public input to be done through August.
 - c. Phase 3- September 1-September 29, 2003
 - 1. Committee reports finalized and submitted to full Commission by first week of September. Identification of overlaps of committee topics to be discussed by full Commission. Report issued on September 30, 2003.
 - d. Phase 4 – September 30 and continuing
 - 1. Issuance of report and follow-up to recommendations and findings.
- 2. The Commission discussed the identification and effective function of staff support
 - a. Critical interface between Committee, subcommittees, task forces. Staff member is point person and coordinator for Committee, subcommittee/task forces and Commission.
 - b. Weekly staff meeting at 8:00 A.M. on Mondays with Chairman and any Commission member interested in attending.
- 3. Target date of July 11, 2003, for Committee progress reports to Chairman.
- 4. The Commission set tentative dates for public hearings:
 - a. August 19, 2003, Aiken
 - b. August 21, 2003, Greenville
 - c. August 25, 2003, Rock Hill
 - d. August 26, 2003, Florence
 - e. August 28, 2003, Charleston
 - f. ETV/ETV Radio Discussion/Call-In
 - 1. Encourage Commissioners to attend as many as desired, especially their hometowns. Chairman will attend all.

2. **Receive input from the public to be directed to the appropriate committees.**
3. **Governor has expressed desire to be involved in this process.**
4. **Public notice to optimize participation as well as to encourage state employees to participate.**
5. **Public must have information to assure quality feedback.**

B. Report from Committees

1. **Facilities and Capital Asset Management, Ken Wingate, Chair, Joe Rogers, Staff**
 - a. **In process of setting up first meeting .**
2. **Transportation, Dr. Eddie Robinson, Chair, Scott Inkley, Staff**
 - a. **Have met with Fleet Management, Materials Management Office Procurement Officer, and Highway Patrol to receive information.**
3. **Procurement, Lt. Governor Bauer, Chair, Staff to be assigned**
 - a. **In progress**
4. **Information Technology – Barbara Rackes, Chair, John Zemp, Staff**
 - a. **Has met and received info. from CIO’s Office – focusing on three broad areas:**
 1. **Customer Service**
 2. **Governance/Process**
 3. **Management/Administration**
 - b. **Recognize overlaps will occur with other committees and will work with other committees to address any issue.**
5. **Human Resources – Samuel Tenenbaum, Chair, Cynthia Dannels, Staff**
 - a. **Has met twice with Budget and Control Board staff and human resource staff from Department of Social Services and Department of Natural Resources to solicit input and information.**
 - b. **Issues include centralization/decentralization, recruitment/retention, retirement/Teri, at will employees, Information Technology in relation to Human Resources.**

6. **Organizational Structure – Carl Falk, Chair, Frans Coetzee, Staff**
 - a. **Information gathering is underway and subcommittees are being formed and members recruited.**
 - b. **Issues include:**
 1. **Grouping and consolidation, to include agencies, boards, and commissions.**
 2. **Evaluation of January 2003 restructuring report.**
 3. **Task Forces will focus on functional areas and agencies will be placed into functional groups. Meet with each agency.**
 - c. **Coordinate agency meetings and surveys .**
7. **Budget Process, Accounting, Financial Management – Comptroller General Richard Eckstrom, Chair, Staff to be assigned**
 - a. **Have looked at strategies and started forming committee**
 - b. **Issues:**
 1. **Processes and Revenue Forecasting**
 2. **Maintenance of Financial Reserves**
 3. **Financial and Risk Management**
 4. **Retirement System**
 5. **Zero-base budgeting**
 6. **Revenue collection**
8. **Customer Satisfaction– Floyd Keels, Chair, Hardy Merritt, Staff**
 - a. **Committee is looking at accountability reports and surveying to determine customer satisfaction.**
 - b. **Institute of Public Policy at USC will be contacted for assistance.**
9. **Specific Agency Review, Jennie Johnson, Chair, Monty Felix, Staff**
 - a. **Department of Social Services will be the specific agency and DSS Director is very supportive of efforts.**
 - b. **Building a process, not auditing.**
 - c. **Have developed a flowchart and a work schedule .**
 - d. **All other Committees impacted by the review will receive any information relevant to their committee.**

10. Public Safety – Floyd Keels, Chair, Steve Birnie, Staff

a. Looking at homeland security, disaster relief, and corrections.

1. Goal to make recommendations and measures for success.

C. Old Business

1. Minutes of June 17, 2003, meeting approved and adopted.

D. New Business

1. Harry Miller assigned to Procurement and Customer Satisfaction Committees.

F. Adjourn.